

# Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 15 November 2016

## Report by Joint Secretaries

### Review of Teacher Job Sizing Procedure

#### 1. Background

- 1.1. In accordance with the [Scottish Negotiating Committee for Teachers \(SNCT\) Conditions of Service \(1\)](#), all promoted posts in teaching are 'job sized' with promoted teachers placed on an appropriate salary point as determined by the job sizing process.
- 1.2. The [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.2](#) outlines the process of job sizing. [Annex A](#) contains the [Job Sizing Questionnaire](#) and [Notes for Guidance](#). [Annex B](#) contains the Job Size Score Allocation to Salary Spines.
- 1.3. In April 2005 Renfrewshire Council Joint Negotiating Committee for Teaching staff (JNC) approved an agreement on procedures for reconsidering the job-sizing of promoted teacher posts.

#### 2. Job Sizing Working Group

- 2.1 A working group comprising representatives from Children's Services, trade unions, human resources and customer & business services was established to ensure that Renfrewshire Council's application of teacher job sizing procedures were fit for purpose and in accordance with SNCT Conditions of Service.
- 2.3 The review and a revised procedure are now attached in appendix 1 for consideration.

#### 3. Implementation

- 3.1 Once the revised procedure is agreed by the JNC, it is intended that a number of briefing sessions for primary and secondary head teachers take place and their respective education support managers/senior delivery officers to enable discussions to take place on the revised procedure and to enable clarification on any points in the procedure they may have.

3.2 The purpose of these sessions is to enhance existing understanding of the revised procedure and therefore maximise effectiveness when it's implemented.

#### **4. Recommendation**

4.1 It is recommended that JNC approves the revised job sizing procedure in appendix 1 of this report.

**Finance and Resources**

**Customer & Business Services**

# Teacher Job Sizing Procedure

Issue No: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Review Date: \_\_\_\_\_



**Renfrewshire**  
Council

# Table of Contents

Introduction.....2

Re-Sizing of Promoted Teaching Posts.....3

Job Sizing Co-ordinators .....3

Procedure for Reviewing the Job Size of a Post/Posts Initiated by the Council (Annual Exercise) .....4

Procedure for Reviewing the Job Size of a Post at the Request of the Post Holder (Personal Re-Sizing)....4

Procedure for Job Sizing of New Posts.....5

Flowcharts ..... 10

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# Introduction

In accordance with the [Scottish Negotiating Committee for Teachers \(SNCT\) Conditions of Service \(1\)](#), all promoted posts in teaching are 'job sized' with promoted teachers placed on an appropriate salary point as determined by the job sizing process.

The [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.2](#) outlines the process of job sizing. [Annex A](#) contains the [Job Sizing Questionnaire](#) and [Notes for Guidance](#). [Annex B](#) contains the Job Size Score Allocation to Salary Spines.

The job sizing process is based on a Job Sizing Questionnaire which captures whole school data provided by the Council and information on key responsibilities of the post.

Section 1 of the Questionnaire requires details of whole school data which consists of the school roll, numbers of staff, percentage of children registered for free school meals, size of the school budget and the number of children for whom transport is provided. This information is compiled annually collated and tracked centrally.

Sections 2-5 of the Questionnaire capture information specific to the remit of the post within the context of the LNCT agreed Job Profile relating to:

- Management and Strategic Direction of Staff
- Curriculum Development and Quality Assurance
- Implementation of Whole School Policy
- Working with Partners

Any responsibility which is part of a remit for 2 years or longer, should be included in the job sizing of the post.

The same questionnaire is used for all promoted posts. Not every post scores in every section.

Over time there may be significant changes to whole school data and/or responsibilities of any particular post and this may necessitate a review of a job size to ensure that the post is still sized appropriately with the commensurate salary attached to the post.

The [SNCT Handbook of Conditions of Service, Part 2, Appendix 2.3](#) outlines the process of reviewing a job size. [Annex A](#) contains the [Review Criteria](#).

There are five possible outcomes of a re-job sizing exercise:

1. There may be no change to the job size score, no change to the salary point and no change to the salary.
2. There may be an increase in the job size score, but since the score is still within the same salary point, there will be no change to the salary.
3. There may be a decrease in the job size score, but since the score is still within the same salary point, there will be no change to the salary.
4. There may be an increase in the job size score, an increase in salary point and an increase in salary.

5. There may be a decrease in the job size score, a decrease in salary point and a decrease in salary.

## Procedure for Job Sizing of New Posts

The requirement for a new post must be discussed and approved by the Head of Service in the first instance.

The job size toolkit should be completed by the Head Teacher/Head of Service/appropriate senior manager.

Advice with the completion of the job size toolkit is available from the Job Sizing Co-ordinators.

The Teacher Job Sizing Group will give consideration as to whether the creation of this post will impact on other positions within the establishment that may trigger a re-sizing.

- The Teacher Job Sizing Group will validate and sign off all information submitted in the job sizing questionnaire.
- The Teacher Job Sizing Group will inform the Head Teacher/Head of Service/appropriate senior manager of the outcome of job sizing of the post.

## Job Sizing of Vacant Promoted Teaching Posts

The job size of a promoted post should be reviewed by the Head Teacher when a vacancy arises that will be advertised on a permanent basis.

A review of a job size of a post does not necessarily lead to a re-job sizing of a post. Where there are no changes to the whole school data and responsibilities of the post that meet the SNCT Review Criteria then the review is complete and the recruitment process will continue based on the same salary point as before.

If the review results in the post being re-job sized, the post will only be released for permanent advert once the job sizing has been completed and signed off.

## Procedure for Reviewing the Job Size of a Post at the Request of the Post Holder (Personal Re-Sizing)

When a post holder/Head Teacher requests a review of an individual post, they must demonstrate that the re-sizing criteria have been met, either due to aspects of the whole school data and/or the responsibilities of a post changing significantly since a previous job sizing. There are two points in the year when personal re-sizing is considered – December and May.

Where a promoted post holder can demonstrate that the re-sizing criteria have been met due to significant changes to the whole school data and/or the responsibilities of the post since the last job sizing of the post, he/she should in the first instance consult the [SNCT Job Sizing Review Criteria](#).

**All** changes to the post, both increases and decreases in whole school data and/or post responsibilities should be taken into account when considering the Review Criteria.

Changes are graded – Type A, Type B and Type C – depending on the likely effect they will have on the overall score of the post:-

- One Type A change automatically initiates a re-job sizing of the post.
- Two Type B or one Type B and two Type C changes are required to initiate a re-job sizing.
- Four Type C changes are required to initiate a re-job sizing.

Some changes only apply to certain posts. This is based on whether or not the particular section of the questionnaire impacts on the size of that type of post.

If the SNCT Review Criteria indicates that a re-job sizing of the post may be necessary, the post holder should discuss this with the Head Teacher/Head of Service/appropriate senior manager.

If the Head Teacher/Head of Service/appropriate senior manager agrees that a re-job sizing of the post may be necessary, then he/she should complete the re-sizing application and toolkit if appropriate and forward to the teacher job sizing mailbox **“PT REC1 Requests”**.

If the review results in the post being re-job sized, the completed toolkit will be forwarded to the Co-ordinator, who will complete the process and sign off.

There are two points in the year when personal re-job sizing is considered – December and May. The closing date for December applications is the last school working day in December. The closing date for May applications is the last school working day in May. If an application is received outwith these times, it will be held until the next scheduled date of reviews.

Under normal circumstances, a post will only be reviewed once in any twelve month period.

Advice and/or assistance with completion of the Job Size Questionnaire is available from the Job Sizing Group.

- Prior to re-sizing a post, the Teacher Job Sizing Group must agree that the re-sizing criteria have been met.
- Validate and sign off all information submitted in the Job Sizing Questionnaire.
- The Teacher Job Sizing Group will inform the Head Teacher/Head of Service/appropriate senior manager the outcome of the review/re-job sizing of the post.
- The Customer & Business Services officers will initiate any changes for action through payroll (if salary changes).

Any change to salary resulting from a December review and subsequent re-job sizing will be effective from 1 February of the following year. Any change to salary resulting from a May review and subsequent re-job sizing will be effective from 1 August of the same year.

National arrangements for conservation of salary will apply where appropriate.

## Job Sizing Co-ordinators

The Council has trained Job Sizing Co-ordinators , including Management and Trade Unions who are involved in any one job sizing/review exercise.

The role of the Teacher Job Sizing Group is to work together to ensure that the job sizing process is

efficient, fair and transparent. They are tasked to:

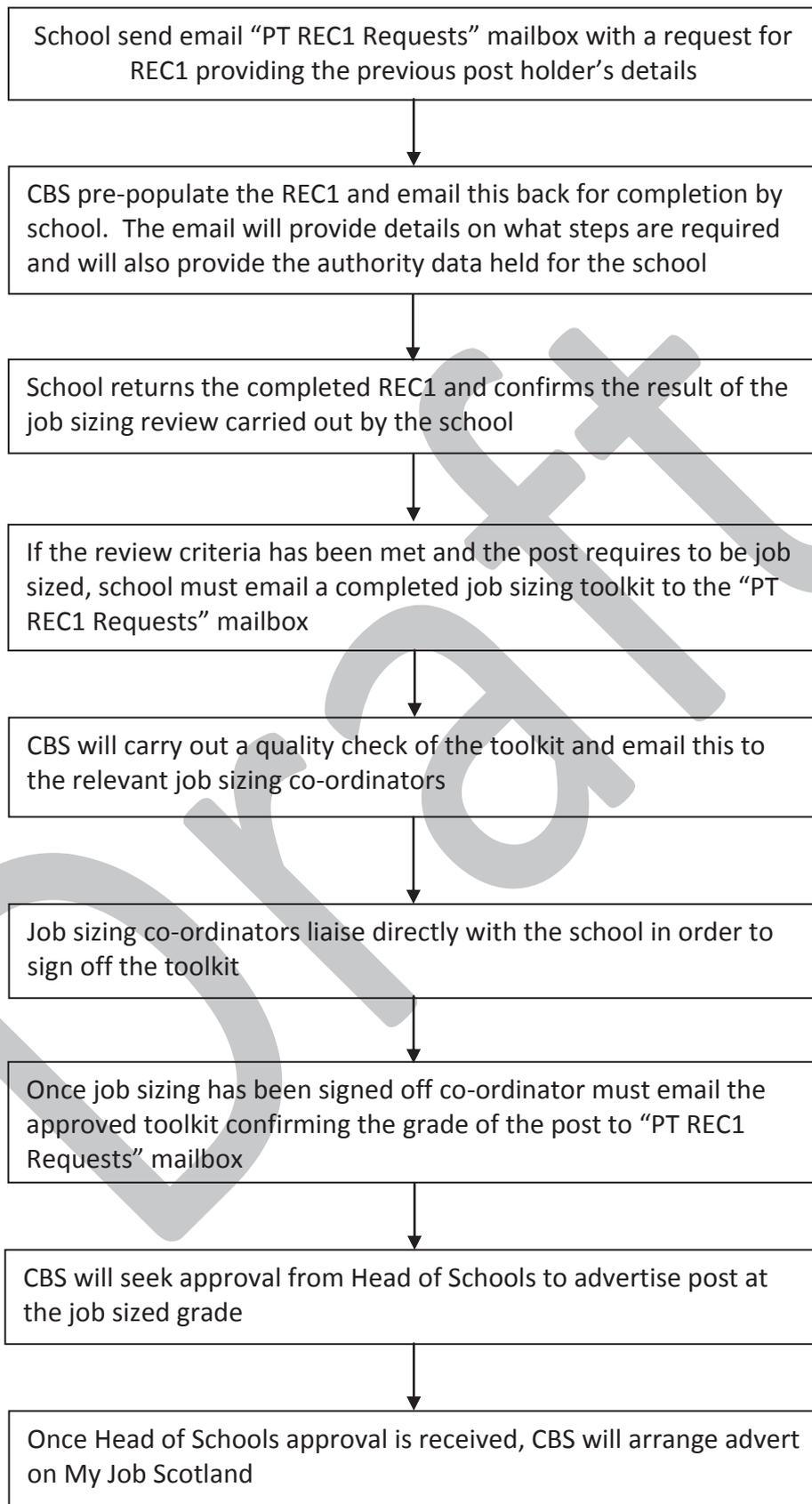
- Consider applications for review of job size and using SNCT Review Criteria confirm that the re-sizing criteria have been met.
- Provide advice and/or assistance with completion of the relevant documentation.
- Validate and sign off all information submitted in the Job Sizing Questionnaire.

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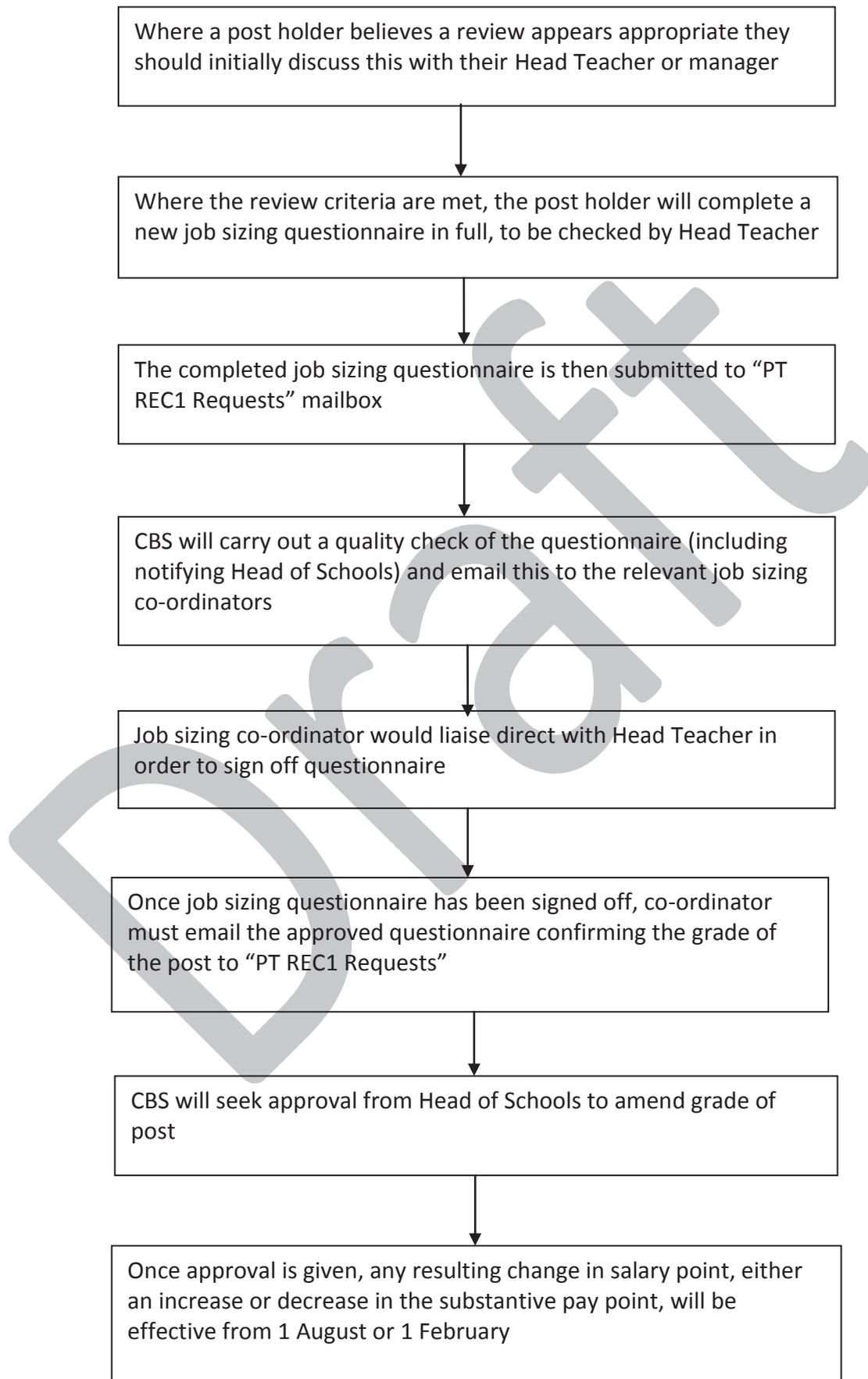
**Posts eligible to score in each question (in addition to base score) – as per guidance given at the National Job Sizing Training**

	PT	DHT	HT
1.4: Type of Post	X	X	X
1.9: Type of Establishment			X
1.10: School Roll	X	X	X
1.11: Numbers of Staff		X	X
1.12: Registered for FME	X	X	X
1.13: School Budget			X
1.14: Physical Nature of School		X	X
2.1: Line Management of Teachers	X	X	
2.2 Line Management of Other Staff	X	X	
2.3: Accountability for Budgets	X	X	
2.4: Health & Safety	X	X	X
3.1: CPD, Career Development of Colleagues	N/A	N/A	N/A
3.2: Improvement Plan & Whole School Policies	X	X	
3.3: Curriculum	X	X	X
3.4: Other Formal Management Responsibilities	X	X	
3.5: Timetables Teaching Time	X	X	X
4.1: Behaviour Management	X	X	
4.2: Pastoral Management	X	X	
4.3: Assessment	X	X	
5.1: Working with Parents	X	X	
5.2: Leading and Working with Colleagues	X	X	
5.3: Working with Other Establishments/Agencies	X	X	

# Quick Guide to Advertising Permanent Promoted Post



## Quick Guide for Personal Re-sizing (at request of post holder)



## REVIEW CRITERIA

Question <i>as set out in the job sizing questionnaire</i>	Change in responsibilities <i>either increases or decreases</i>	Type of change	Posts affected
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1. WHOLE SCHOOL/POST HOLDER INFORMATION			
1.4. Type of post	<p>Change(s) to the allocation of responsibilities for formally deputising for the Head Teacher amongst DHTs in the school.</p> <p>Change(s) in number of schools in which Head Teacher posts have responsibilities.</p> <p>Change(s) in number of schools in which other posts have responsibilities.</p>	A  A  B	DHTs  HT  DHT/PT
1.9. Type of establishment	The addition or removal of an Additional Support for Learning Unit/ Classes or the addition or removal of a Nursery Unit/Classes.	A	HT
1.10. School Roll <i>(using the most recent census data submitted)</i>	<p>Change(s) consisting of:</p> <ul style="list-style-type: none"> <li>• +/- 100 pupils, <b>or</b> +/- 10% of the school roll on which the last job sizing was based;</li> </ul> <p>which leads to a change in the school roll band.</p>	A	All
1.11. Numbers of staff	<p>Change(s) consisting of:</p> <ul style="list-style-type: none"> <li>• +/- 10 FTE staff, <b>or</b> +/- 15% of the numbers of FTE staff on which the last job sizing was based.</li> </ul>	B	HT/DHT
1.12. % of children registered for free school meals	<p>Change(s) consisting of:</p> <ul style="list-style-type: none"> <li>• +/- 10% of the total numbers of pupils in the school;</li> </ul> <p>which leads to a change in the free school meals band.</p>	B	All
1.13. Size of school budget	<p>Change(s) consisting of:</p> <ul style="list-style-type: none"> <li>• +/- £100,000, <b>or</b> +/- 20% of the actual budget for which the HT is responsible, excluding permanent staff costs and amounts related to property management, on which the last job sizing was based;</li> </ul> <p>which leads to a change in the budget band.</p>	B	HT

<b>Question</b> <i>as set out in the job sizing questionnaire</i>	<b>Change in responsibilities</b> <i>either increases or decreases</i>	<b>Type of change</b>	<b>Posts affected</b>
1.14. Physical nature of school	Becoming or ceasing to be a multi-site school.	B	HT/DHT
	Change(s) consisting of +/- 100 pupils transported into school.	C	HT/DHT

<b>2. RESPONSIBILITY FOR THE LEADERSHIP, GOOD MANAGEMENT AND STRATEGIC DIRECTION OF COLLEAGUES</b>			
2.1. Direct line management responsibility for teaching staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE teaching staff;</li> </ul> which leads to a change in the teaching staff FTE band.	A	DHT/PT
2.2. Direct line management responsibility for other staff	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 3 FTE other staff;</li> </ul> which leads to a change in the band in the other staff FTE.	A	DHT/PT
2.3. Accountability for budgets	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- £5,000, <b>or</b> +/- 20% of the regular annual budget on which the last job sizing was based;</li> </ul> which leads to a change in the budget band.	B	DHT/PT
2.4. Responsibility for health and safety	Change(s) in responsibilities which lead to fewer or additional entries being made for this question in the job sizing questionnaire.	C	All

<b>3. RESPONSIBILITY FOR CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE</b>			
3.1. To review the CPD needs, career development and performance of colleagues	None required – covered by 2.1 and 2.2 above.	None	DHT/PT
3.2. To produce <b>and</b> implement the school development plan	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
3.3. To develop the curriculum and monitor learning and teaching	Change(s) consisting of: <ul style="list-style-type: none"> <li>+/- 5 classes.</li> <li>+/- 1 subject, <b>or</b> +/- 2 NQs</li> </ul>	B	All
		C	All
3.4. Other formal curricular / management	The addition or removal of whole school responsibility for learning/behavioural support.	A	DHT/PT
	The addition or removal of any other	B	DHT/PT

responsibilities	responsibility listed in question 3.4		
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<b>Question</b> <i>as set out in the job sizing questionnaire</i>	<b>Change in responsibilities</b> <i>either increases or decreases</i>	<b>Type of change</b>	<b>Posts affected</b>
3.5. Timetabled teaching time per week	+/- 10 hours +/- 5 hours	B C	All All

<b>4. RESPONSIBILITY FOR WHOLE SCHOOL POLICY AND IMPLEMENTATION</b>			
4.1. To develop, manage and implement a policy on pupil behaviour management	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
4.2. To develop, manage and implement a policy on guidance, pupil support, pastoral care and pupil welfare	Change(s) in responsibilities for guidance, pupil support, pastoral care or pupil welfare leading to fewer or additional entries being made for this question.  Change(s) to formal responsibility consisting of +/- 25 pupils in the guidance/pupil support/pastoral care caseload which leads to a change of: <ul style="list-style-type: none"> <li>• 2 bands</li> <li>• 1 band</li> </ul>	C  B C	DHT/PT  DHT/PT DHT/PT
4.3. To develop, manage and implement a policy on pupil assessment	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT

<b>5. RESPONSIBILITY FOR WORKING WITH PARTNERS</b>			
5.1. To work with parents	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
5.2. To lead or work with colleagues in the same establishment	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT
5.3. To work with other establishments and agencies	Change(s) in responsibilities leading to fewer or additional entries being made for this question.	C	DHT/PT